

**PLASTICS  
NEW ZEALAND  
INCORPORATED** **ANNUAL  
GENERAL  
MEETING**

**AGENDA**

- 1. Welcome by President & CEO**
- 2. Apologies**
- 3. Confirmation of Minutes of the Annual General Meeting held on Friday 5th May 2023 at 2.30pm**
- 4. Matters Arising From the Minutes**
- 5. Notification of Items For Consideration Under General Business**
- 6. President's Report**
- 7. Chief Executive Officer's Report**
- 8. Finance**
  - a. Financial Statements for 2023
  - b. 2025 Subscriptions
  - c. Selection of auditor
- 9. Election of Officers**
  - a. President
  - b. Vice President
  - c. Elected Positions on National Executive
  - d. Notification of appointed positions
- 10. General Business**
  - a. Constitutional Resolutions
- 11. Future Meetings**
  - a. 2025 Conference
- 12. Close**

To be held at  
Novotel Rotorua  
Lakeside  
Friday 17<sup>th</sup> May  
2024 at 2:30pm

## CODE OF CONDUCT FOR PLASTICS NEW ZEALAND MEETINGS

This checklist is to assist PNZ Members and company representatives in the proper conduct of PNZ, and associated Sector Groups, meetings and functions. Prohibited discussion topics apply equally to social gatherings incidental to these meetings. The checklist is not exhaustive, but rather a common-sense guide or consistent attention to competition law and restricted trade practices.

DO	DON'T
<p>Ensure strict performance in areas of:</p> <p style="text-align: center;"><b>OVERSIGHT/SUPERVISION</b></p> <ul style="list-style-type: none"> <li>• Have a PNZ Secretariat representative at each sponsored meeting.</li> <li>• Consult with appropriate counsel on all questions related to Competitive and Trade Practices law</li> <li>• Limit meeting discussions to agenda topics</li> <li>• Provide each company representative and PNZ member association representative attending PNZ sponsored meeting, with a copy of this checklist, and have a copy available for reference at all PNZ sponsored meetings</li> </ul> <p style="text-align: center;"><b>RECORD KEEPING</b></p> <ul style="list-style-type: none"> <li>• Have an agenda and minutes, which accurately reflect the matters that occur.</li> <li>• Ensure the review of agendas, minutes and other important documents by appropriate staff or counsel, in advance of distribution.</li> <li>• Fully describe the purposes and authorities of task groups and work groups</li> </ul> <p style="text-align: center;"><b>VIGILANCE</b></p> <ul style="list-style-type: none"> <li>• Protest at any discussion or meeting activities which appear to violate this checklist; ask for those activities to be stopped so that appropriate legal check can be made by counsel; disassociate yourself from any such discussion or activities and leave any meeting in which they continue</li> </ul>	<p>Do not, in fact or appearance, discuss or exchange any anti-competitive information, including for example on</p> <p style="text-align: center;"><b>PRICES, INCLUDING</b></p> <ul style="list-style-type: none"> <li>• Individual company prices, price changes, price differentials, mark-ups, discounts, allowances, credit terms, etc.</li> <li>• Individual company data on costs, production, capacity, inventories, sales, etc.</li> <li>• Industry pricing policies, price levels, price changes, differentials, etc.</li> </ul> <p style="text-align: center;"><b>PRODUCTION, INCLUDING</b></p> <ul style="list-style-type: none"> <li>• Plans of individual companies concerning the design, production, distribution or marketing of particular products, including proposed territories or customers.</li> <li>• Changes in industry production, capacity or inventories</li> </ul> <p style="text-align: center;"><b>TRANSPORTATION RATES</b></p> <ul style="list-style-type: none"> <li>• Rates or rate policies for individual shipments, including basing point systems, zone prices, freight equalisation, etc</li> </ul> <p style="text-align: center;"><b>MARKET PROCEDURES, INCLUDING</b></p> <ul style="list-style-type: none"> <li>• Company bids on contracts for particular products, company procedures for responding to bid invitations</li> <li>• Matters relating to actual or potential individual suppliers or customers that might have the effect of excluding them from any market or influencing the business conduct of firms toward them</li> <li>• Blacklist or boycott customers or suppliers</li> </ul>

## CONFLICT OF INTERESTS FOR PLASTICS NEW ZEALAND MEETINGS

### Members' conflicts of interest:

#### (a) A Member shall be considered to have a conflict of interest if the Member:

- i. Has any commercial or financial interest in an issue, or
- ii. Has a close personal or business relationship with any person or entity who or which may have any commercial or financial interest in an issue, or but excluding the following:
  - General Interests that have resulted in the Member becoming a Member of the committee,
  - Remote or insignificant interest of a nature that could not reasonably be regarded as likely to influence the Member, and
  - An interest that the Member has in common with other Members as a result of membership of Plastics New Zealand

#### (b) Where any such conflict of interest has been disclosed:

- i. That Member must disclose the conflict of interest to the Meeting Chair
- ii. That Member must not vote at any Meeting on the issue, but that Member can be present at the time of the decision and can contribute to the discussion leading to the decision, but the Meeting Chair may, where that person considers it appropriate, exclude that Member from any further discussion or involvement with the matter, but
- iii. The Member who or which is prevented from voting on a matter because that Member has an interest in it may continue to be counted as part of the quorum of the Meeting, and
- iv. Where 50 per cent or more of those forming the Meeting's quorum are prevented from voting on matter because they have disclosed a conflict of interest, the issue cannot be dealt with at the Meeting and must be referred to a higher board within Plastics New Zealand and/or legal counsel sought.